
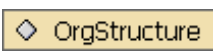






Hours by Account Template - Report Instructions



Use this report to display the hours by accounting template (for example, Department of Transportation).

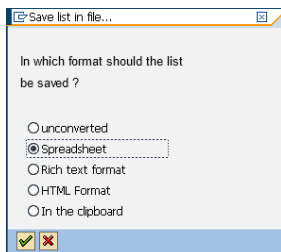
1. From the main screen, type transaction code: **ZTM_HOURS_BY_ACCT**.
2. Click the **Enter** button  or press **Enter** to continue.
3. **Reporting Period** – Choose a period from the list.
4. There are a couple of ways to search using this report:
 - Click  to select an **Organizational Unit**. AND/OR
 - Enter selection criteria, for example Personnel Number.

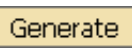

NOTE: Click the **Multiple Selection** button  to enter more than one PerNr.

5. Click the **Execute** button  or press **F8** to execute.
6. The report displays.

Export to Excel

- From the menu bar choose:
List → Export → Local File



- Choose **Spreadsheet**.
 - Choose the file location and type the file name.
 - Click .
7. Click the **Back** button  or press **F3** to return to exit the report.

Program Edit Goto System Help

HOURS BY ACCOUNTING TEMPLATE

OrgStructure Search Help

Period

Reporting Period Today

Selection Criteria

Personnel Number

Employment Status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Name	ID	Code	Valid from	Valid to
Organizational structure				
Kentucky Human Resources Infor	10000001	00	01/01/1900	Unlimited
Kentucky Benefits Only	10009000	99990	01/01/1900	Unlimited
Commonwealth of Kentucky	10100002	01	01/01/1900	Unlimited
Legislative Branch	10100003	09	01/01/1900	Unlimited
Judicial Branch	10100004	19	01/01/1900	Unlimited
Executive Branch	10100005	29	01/01/1900	Unlimited
General Government C. O	10101118	31	01/01/1900	Unlimited
Transportation Cabinet	10101918	35	01/01/1900	Unlimited
Economic Development	10102474	36	01/01/1900	Unlimited
Finance and Administra	10102499	39	01/01/1900	Unlimited
Tourism, Arts and Herit	10102953	50	01/01/1900	Unlimited
Education and Workfor	10104223	51	01/01/1900	Unlimited
Cabinet for Health and	10104572	53	01/01/1900	Unlimited
Justice & Public Safety	10105330	54	01/01/1900	Unlimited
Personnel Cabinet	10105869	55	01/01/1900	Unlimited
Labor Cabinet	10105914	56	01/01/1900	Unlimited
Energy and Environmer	10106000	57	01/01/1900	Unlimited
Public Protection Cabin	10106299	58	01/01/1900	Unlimited

PERS NO.	DATE	A/A	CATSH	ACCT TEMPLA.	WORKORDE	OVERRIDE UNI	OVERRIDE ACTIV	OVERRIDE LOCATIO	ACCT TEMPLATE NAME
	12/29/2011	ANLL	7.50	TGA02R					DRIVER LICENSING-ROAD
	12/29/2011	I REG	5.25	TGA17A					CDL
	12/29/2011	I REG	2.25	TGA17A					DRIVER LICENSING-ROAD
	12/29/2011	6ADL	0.50	TGA02R					DRIVER LICENSING-ROAD
	12/29/2011	ANLL	7.50	TGA02R					CDL
	12/29/2011	I REG	5.25	TGA02R					DRIVER LICENSING-ROAD
	12/29/2011	I REG	2.25	TGA17A					CDL
	12/29/2011	ANLL	7.50	TGA02R					DRIVER LICENSING-ROAD
	12/29/2011	ANLL	7.50	TGA02R					CDL
	12/29/2011	ANLL	7.50	TGA02R					DRIVER LICENSING-ROAD
	12/29/2011	ANLL	7.50	TGA02R					CDL
	12/29/2011	I REG	7.50	TGA03R					MOTOR CARRIERS
	12/29/2011	I REG	7.50	TGA03R					MOTOR CARRIERS
	12/29/2011	6ADL	0.50	TGA03R					MOTOR CARRIERS
	12/29/2011	COMP	7.50	TGA03R					MOTOR CARRIERS
	12/29/2011	SIOK	7.50	TGA02R					DRIVER LICENSING-ROAD
	12/29/2011	I REG	5.25	TGA17A					CDL
	12/29/2011	I REG	2.25	TGA17A					DRIVER LICENSING-ROAD
	12/29/2011	UNPA	7.50	TGA17A					CDL
	12/29/2011	ANLL	7.50	TGA17A					CDL
	12/29/2011	ANLL	7.50	TGA17A					CDL